

Bureau of Migrant, Refugee, and Labor Services Refugee Case File Checklist

This refugee case file checklist can be used as a cover sheet. It is intended to summarize the current status of the case. This checklist includes many of the issues that the ORS Contract Monitor will assess during the onsite review.

1. Name:		
2. Date of Arrival:		
3. Refugee Status (I-94 Or Permanent Resident) copy in file?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. Date Employed		
5. Employer Name		
6. Was employment verified after 90 days? <i>(and additional services offered as appropriate)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7. Currently Receiving Public Assistance?	<input type="checkbox"/> Food Stamps	
✓ as appropriate	<input type="checkbox"/> W-2	
	<input type="checkbox"/> MA/BadgerCare/RMA	
	<input type="checkbox"/> RCA	
	<input type="checkbox"/> LIHEAP	
8. Does the case appear on the W-2 or FS list?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9. Is there an EDP or FSP on file?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10. Did the agency inform the W-2 / FS agency of employment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11. Number of Goals Set (if any): <i>(Goals must be clearly identified in the EDP or FSP)</i>	12. Number goals Achieved:	
13. Clients is currently receiving the following assistance from our agency: <input type="checkbox"/> Social Service Program <input type="checkbox"/> Employment and Training <input type="checkbox"/> ESL <input type="checkbox"/> Case Management <input type="checkbox"/> OJT <input type="checkbox"/> Citizenship Activities	<input type="checkbox"/> TAP <input type="checkbox"/> Employment and Training <input type="checkbox"/> ESL <input type="checkbox"/> OJT <input type="checkbox"/> Case Management <input type="checkbox"/> Refugee Family Strengthening <input type="checkbox"/> Mental Health <input type="checkbox"/> KEYS <input type="checkbox"/> Older Refugee Program	

Service Codes (to be used in Column 3 on the Case File Notes form)

I	Intake	A	Assessment	FSP	Family Self Sufficiency Plan	EDP	Employability Plan
OR	Orientation	T	Transportation	JP	Job Placement	JF	Job Follow up
I	Interpretation	W	Workshop Participation	RA	Reassessment	IR	Information & Referral
H	Housing Assistance	CC	Child Care Assistance	C	Citizenship Activities		
CM	Case Management	IDA	Individual Development Account	ESL1 - ESL6	English as a Second Language training level	O	Other